



CLAREMONT FAN COURT SCHOOL



JOB INFORMATION

DOMESTIC ASSISTANT

Closing date: 9.00AM Wednesday 1 May 2024



THE SCHOOL

Welcome to Claremont Fan Court School. We are a thriving, co-educational independent day school in Surrey for pupils aged 2½ to 18. Founded in 1922, we are celebrating our 100th anniversary as an evolving, successful school.

We are proud of Claremont Fan Court School's strong reputation for being a compassionate, child centred, truly co-educational school of choice for families seeking an academically ambitious environment that educates the whole child.

Set in 100 acres of historic grounds, Claremont is known for focussing on the academic potential of our pupils, but not at the expense of their pastoral wellbeing; for a culture that nurtures pupils' limitless potential, not just in exams but also in equipping them with the skills to shape the world around them at university, in their careers and in the wider society beyond.

We prioritise, too, an understanding of character and the way in which our relationship with others are fundamental to our successes in life, university and careers.

Where else, within a school bus ride from south west London, can children from 2 ½ to 18 balance forest schools with further maths, lacrosse with the pursuit of a medical career, learning history in a building that made history or playing rugby while designing for a fashion show.

Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.



MISSION AND ETHOS

Mission

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world.
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world.
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self-discovery.
- To equip our pupils with a strong set of values for future decision making.
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self-discipline, love for God and man.
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos

Vision

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

Ethos

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont Fan Court School as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.



THE ROLE

A school porter is required to provide support to the Facilities department in their day-to-day operations, including keeping the outside areas clean and tidy, event set up/striking, furniture moves and deliveries across the site. The domestic assistant will be required to undertake general housekeeping / cleaning and light handy person tasks.

Responsibilities

- Manual sweeping, litter picking and cleaning of all building entrances on site
- Clearing of cobwebs and cleaning of windows sills on the external of buildings
- Keeping yards, paths, drives, playgrounds and tennis courts clear of leaves, mud and rubbish
- Traffic management duties
- Occasional event set up

Cleaning

- Assist the housekeeper with cleaning tasks
- Removal of graffiti and stubborn stains
- Cleaning of whiteboards
- Monitor toilets and clean on a reactive basis throughout the day
- Clearing up spillages and accidents
- Chewing gum removal
- Clearing of lockers

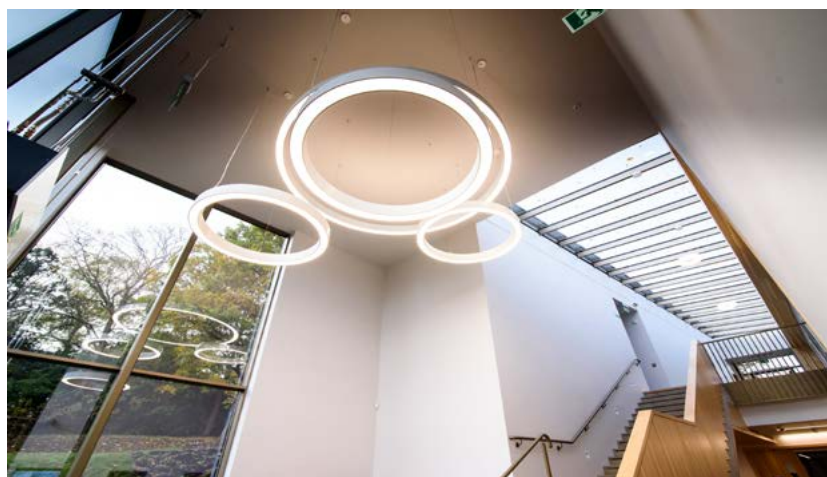
Other general duties

- External sign washing

- External gate washing
- Chewing gum removal from external paths

Health and Safety

- Assist with fire alarm tests and fire evacuation/ lockdown procedures
- Comply with all health and safety policies and procedures
- Ensure safe methods of manual handling and working at height are observed at all times
- Use any machinery, equipment, dangerous substance or safety device provided by the school in accordance with the training and instructions provided, reporting any faults or accidents or near misses immediately
- Action any other health and safety instruction given by a person in authority





THE PERSON

The successful candidate is likely to have the following:

Essential

- Previous experience in a portering role or similar
- Knowledge of health and safety regulations
- Able to work under pressure and meet deadlines
- Able to work collaboratively and co-operatively in a team
- Reliable – excellent attendance and punctuality record
- Presentable
- Able to communicate clearly and effectively with parents, colleagues, visitors, contractors and others
- Friendly and approachable manner but able to maintain a professional distance
- Able to respect confidentiality
- Able to adhere to the school's values and ethos
- Able to meet the physical requirements of the role
- Available to work occasional evenings and weekends

Desirable

- Experience of working in a school environment
- Full, clean driving licence
- First aid certificate (or willing to be trained)
- Good written and basic IT skills
- Able to demonstrate the behaviours associated with our ethos and values of respect, integrity and collaboration





WORKING AT CLAREMONT

Claremont Fan Court School is set in a beautiful location and is a warm and welcoming community. Professional standards are high, and we encourage ongoing training and personal development.

The school is located just outside Esher in Surrey and is easily accessible from the A3, M3 and M25 with ample free staff parking. The nearest train station is Claygate which is a 25-minute walk, with local bus services also available.

Esher and its neighbouring towns offer easy access to both central London and the stunning Surrey countryside, offering a feeling of space whilst being only a stone's throw from London and all the facilities a capital city has to offer.

The local area has a mix of leisure activities available. Both the historic palace at Hampton Court and the beautiful gardens at RHS Wisley are nearby, as well as Sandown Racecourse. There are many arts venues (theatres, cinemas, live music) and sports clubs in the surrounding area and for cyclists there is access to some of the finest roads.

Property prices tend to be high locally but there are affordable options a little further out, and many staff choose to live slightly further afield.

Benefits include 3 x salary life assurance, cycle to

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work scheme as well as complimentary lunches and refreshments during term time.

Pension: Group personal pension scheme (the school contributes 12% with a 3% employee contribution – via salary exchange) available from the start of employment.

Terms and conditions

Hours: 40 hours per week, Monday to Friday, 8am to 4.30pm

Holidays: 25 days plus 8 bank holidays per annum

Salary: In the range of £22,000 - £23,000 per annum depending on experience and qualifications



Please ensure you read the job information pack carefully, as well as the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our website.

Applicants are asked to complete the downloadable application form available on our website. The application form is available in a Microsoft Word read/write format. You should provide a covering letter in support of your application addressed to the head of HR, Mrs Christine Goble.

Please note: applications should be submitted by email and sent to jobs@claremont.surrey.sch.uk

Documents must either be in Microsoft Word or *pdf format as we are not able to accept any other type of file.

All applications will be acknowledged by email within one working day of receipt. Please contact Human Resources on 01372 473720 should you have any questions or if you have not received an acknowledgement.

Please note that we reserve the right to conduct interviews prior to the closing date. References may be taken up at any stage during the recruitment process.

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.

Closing date: 9.00am Wednesday 1 May 2024

Interviews will be held week commencing Monday 6 May 2024

Early applications are encouraged as we may interview suitable candidates ahead of the closing date.



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www.claremontfancourt.co.uk | jobs@claremont.surrey.sch.uk
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